



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-5

JAN 9 1998

Lila C. Marsh, Treasurer  
CENTEXPAC  
P.O. Box 199000  
Dallas, TX 75219

Identification Number: C00170555

Reference: Mid-Year Report (1/1/97-6/30/97)

Dear Ms. Marsh:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule A supporting Line 11(a)(i) of your report discloses contributions received through what appears to be a payroll deduction plan. Please amend your report to disclose the amount deducted per pay period and the frequency of the deduction. 11 CFR §104.8(b) Please refer to the enclosed sample of properly reported payroll deductions.

Any amendment or clarification should be filed with the Federal Election Commission. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely,

*Debbie Manzano*

Debbie Manzano  
Senior Reports Analyst  
Reports Analysis Division

## PAYROLL DEDUCTIONS

### SCHEDULE A ITEMIZED RECEIPTS

Line itemizes contributions  
by each category in the  
Detailed Summary Page. PAGE OF  
ITEMIZED RECEIPTS  
11(a)(ii)

Contributions from Individuals

Any information copied from such Report and Statement may not be sold or used by any person for the purpose of advancing contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.

NAME OF COMMITTEE (in full)

National Organization PAC C00000001

A. Payroll Deductions from SSF		Name & Function	Date received	Amount of Each Payroll Period
Anne Sullivan	National Organization, Inc.	payroll deductions	\$60.00	
811 18th Street	Officer	(S15 biweekly)		
City, State ZIP	Branch Manager	\$60.00		
Report for Date received	Aggregate Total Due > 1	(\$15 biweekly)		
Rodney Jones	National Organization, Inc.	payroll deductions	\$120.00	
881 Highbury Road	Officer	(S20 biweekly)		
City, State ZIP	Vice President	\$120.00		
Report for Date received	Aggregate Total Due > 1	(\$20 biweekly)		

Itemize payroll deductions only after they have exceeded \$200 per calendar year from an individual.

## Payroll Deductions

Once an individual's deductions aggregate over \$200 in a calendar year, report the total amount deducted from the donor's paychecks during the reporting period on Schedule A. In parentheses indicate the amount that was deducted each pay period. Instead of stating a specific date of receipt, write "payroll deduction" under "Date." The other itemized information, including the year-to-date total, must be completed for each donor. 104.6(b).

**EXAMPLE:** During an election year, a corporate manager authorizes her employer to deduct \$15 per pay period (each pay period is two weeks) for the company's SSF. The SSF, which files FEC reports on a quarterly schedule, includes the manager's first-quarter contributions (\$90 for six pay periods) as "unitemized contributions" on Line 11(a)(ii) in the April quarterly report.

By June 30 (the closing date for the July quarterly report), 13 pay periods have passed, and the manager's aggregate contributions are \$195—still below the \$200 itemization threshold. The manager's second-quarter contributions again are included in "unitemized contributions" in the July report.

By September 30 (the closing date for the October quarterly report), 19 pay periods have passed, and the manager's contributions reach \$285. Now the committee itemizes the total contributions received from the manager during the third quarter (\$90), providing the year-to-date total in the appropriate space. (See item A in the illustration above.)

## IN-KIND CONTRIBUTIONS

### SCHEDULE A ITEMIZED RECEIPTS

Line itemizes contributions  
by each category in the  
Detailed Summary Page. PAGE OF  
ITEMIZED RECEIPTS  
11(a)(ii)

Contributions from Individuals

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NAME OF COMMITTEE (in full)

National Organization PAC C00000001

A. Payroll Deductions from SSF		Name & Function	Date received	Amount of Each Payroll Period
Martin L. Kress	National Organization, Inc.	8/18/94	\$3,000.00	
4 River Road	Chairperson	(IM-32ND)		
City, State ZIP	Aggregate Total Due > 1	(\$3,000.00)		
Report for Date received		(IM-32ND)		

### SCHEDULE B ITEMIZED EXPENDITURES

Line itemizes expenditures  
by each category in the  
Detailed Summary Page. PAGE OF  
ITEMIZED EXPENDITURES  
104.13(b)

Operating Expenditures/Other Federal

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NAME OF COMMITTEE (in full)

National Organization PAC C00000001

A. Payroll Deductions from SSF		Personnel Documented	Date received by year	Amount of Each Payroll Period
Martin L. Kress	raffle prize	9/18/94	\$3,000.00	(IM-32ND CONTRIBUTION)
4 River Road	Document for Date received			
City, State ZIP	Aggregate Total Due > 1			

Itemize in-kind contributions on both Schedules A and B so as not to inflate the cash-on-hand amount.

## In-Kind Contributions

When determining whether to itemize an in-kind contribution, follow the same guidelines listed above under "When to Itemize Receipts." See page 8 for information on how to determine the dollar value of an in-kind contribution.

In addition, add the value of the in-kind contribution to the operating expenditures total on Line 21(b) (in order to avoid inflating the cash-on-hand amount). 104.13(a)(2).

If the in-kind contribution must be itemized on Schedule A, then it must also be itemized on a Schedule B for operating expenditures. See the illustration at right.

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